New SNSP Schools Notice of Intent to Participate

Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program, or SNSP. The SNSP is governed by Wis. Stat. § 115.7915 and the Wis. Admin. Code ch. PI. 49. Provisions of this training module are subject to statutory and rule changes.

This training module will provide information on the SNSP Notice of Intent to Participate for schools that are not currently participating in the SNSP. If your school is a current participant in the SNSP, please refer to the Continuing SNSP School Intent to Participate presentation.

Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed by the head of the school's governing board, or if designated by the head of the governing board, the special needs scholarship program administrator.
- Due annually by the first weekday in March.

2

Schools registering to participate in the SNSP must submit the Notice of Intent to Participate, or ITP, form annually by the first weekday in March. The ITP must be electronically signed and submitted by the head of the school's governing board, or if designated by the head of the governing board, the special needs scholarship program administrator.

ITP Submission

- The ITP submission link is available:
 - New Schools: On the SNSP School Registration Website
 - Continuing Schools: Emailed to the SNSP Administrator for each school

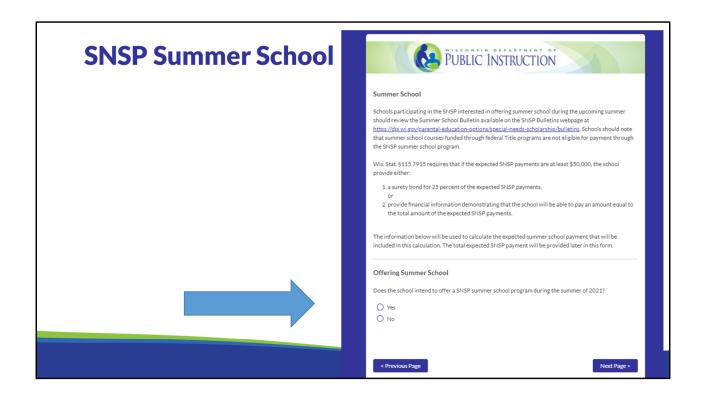
3

Schools that are new to the SNSP will access the ITP on the SNSP School Registration webpage. A link to this webpage is available at the end of this presentation.

Schools that participated in the SNSP during the prior school year are considered to be continuing SNSP schools. The link for the ITP will be individually emailed to the SNSP Administrator. Continuing school ITPs will have prefilled information that the schools will need to review and modify as appropriate. Continuing schools must use their unique ITP link rather than the new school ITP link because the continuing SNSP school ITP requires additional information.

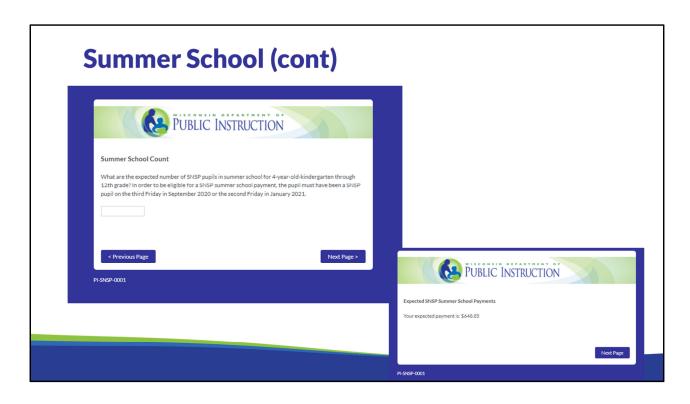
Page Navigation Use the Next Page button to navigate between pages. Some pages will also have a Previous Page button that will let you navigate back and forth. The ITP may be changed until the ITP due date by submitting a later version. Previous Page Next Page >

The bottom of many screens in the ITP include buttons for navigating through the ITP. All pages except the last page include the "Next Page" option. The "Previous Page" button will show beginning with the second page. If the school tries to go to the next page without completing all of the required fields, it will receive an error message. The school will then be required to complete the missing information before proceeding to the next page.



Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage. A link to this webpage is available at the end of this training. Schools should note that summer school courses funded through federal Title programs or other federal funds are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. Both the summer school amount, which will be calculated on this page, and the regular school year amount will be included in the expected amount.



If the school indicates that it will have SNSP summer school, it must indicate the number of SNSP pupils that will be in summer school. Please be aware that the pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January in the school year immediately before summer school in order for the pupil to be eligible for summer school.

When the number of SNSP summer school pupils is entered in, the expected SNSP summer school payment will be indicated. The summer school payment is based on 5% of the payment for that pupil in the previous school year.



The next page of the ITP requires the school to select the grade levels that it will have SNSP scholarships available in. The grade levels that private schools can choose from include: 4-year-old kindergarten, 5-year-old kindergarten, and first through twelfth grade. Please note that SNSP schools do not have to offer SNSP scholarships for all grades the school has, but must be accredited for all of the grades that it selects. The school may choose to offer SNSP scholarships in only some of its grades.



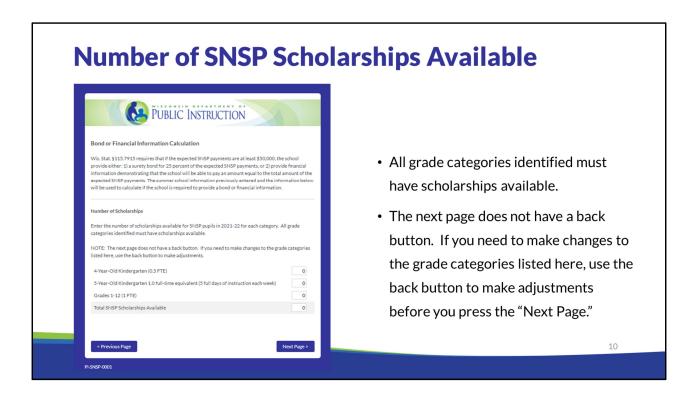
If the school has indicated that it will have four (4)-year old kindergarten, or K4, available to SNSP pupils, the school must indicate the type of K4 program it will offer. Pupils in K4 are generally counted as 0.5 full-time equivalent, or FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides 87.5 or more hours of parental outreach for the parents of the K4 pupils.

Further information about the K4 Parental Outreach Program option is available in the K4 Parental Outreach Activities Bulletin and in the K4 Parental Outreach Activities training module. Links to the SNSP Bulletins webpage and the SNSP school trainings modules are available at the end of this presentation.



If the school has indicated that it will have five (5)-year old kindergarten, or K5, available to SNSP pupils, the school must indicate the type of K5 program it will offer. The FTE for pupils in K5 is dependent on how many full days a week a pupil is attending.

Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.



All new SNSP schools will need to identify how many SNSP scholarships are available at the school. The total number of available SNSP scholarships at the bottom will be calculated as the number of scholarships for each category are entered. All grade categories on the screen must have at least one available SNSP scholarship.

If there are no available SNSP scholarships in a particular grade category, the school should return to the applicable screen to remove the category. If the school is removing a grade, the school should go back to the available grades screen and remove the grade(s) that will not have any SNSP scholarships available. If the school would like to remove a K5 FTE category or remove K5 as an available grade, the school must go back to the K5 programs page and remove the check next to the categories that will not be available for SNSP pupils. If the school is removing K5 as an available grade, this must be done before removing K5 as an available grade.

SNSP Expected Payments



- The regular school year expected payment amount is calculated based on the FTE for the SNSP scholarships available, if applicable.
- The summer school expected payment amount will be completed based on the information entered in the summer school page.

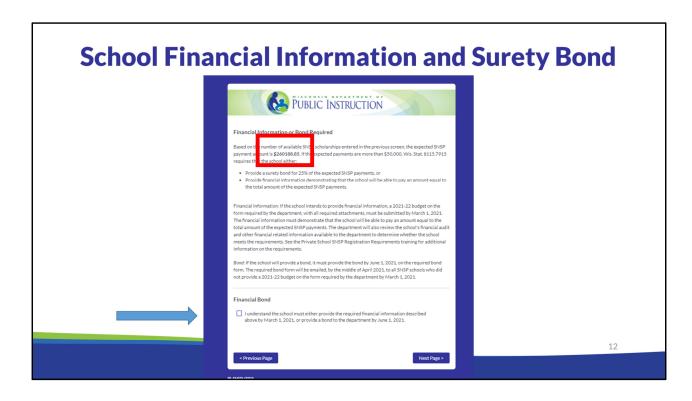
11

The bottom of the bond or financial information calculation page will calculate the expected SNSP payments. This section will include the summer school expected payments from the previous page and calculate the regular school year payments based on the available SNSP scholarships entered for each grade category.

The regular school year SNSP pupil payments are calculated on a per FTE basis. Previous slides discussed how the FTE is determined for K4 and K5 pupils. Pupils in grades one (1) through twelve (12) are 1.0 FTE.

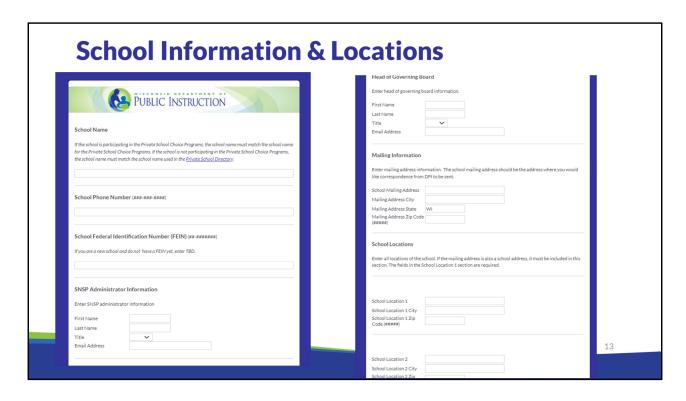
Please note that this page does not include a "Back" button. If you are reviewing the SNSP Expected Payments and want to revise it, you will need to abandon this ITP and start a new one.

For more information about SNSP payments, please see the Payment Process, Pupil Count Report & Audit Overview training module. A link to the SNSP school training modules can be found at the end of this presentation.



If a school is expected to receive \$50,000 or more of SNSP scholarships, based on the total number of pupils entered into the ITP, then the school will be required to indicate on the ITP that it understands that it must either provide the required financial information by the first weekday in March prior to the school year or provide a surety bond to the DPI by the first weekday in June prior to the school year.

For more information about the financial information or surety bond, please see the Private School SNSP Registration Requirements training module. A link to the webpage with the SNSP training modules can be found at the end of this presentation.



The next page of the ITP includes general school information, SNSP Administrator information, head of the governing board information, the school mailing address, and the school locations. These different sections will be discussed in further detail in the following slides.

School In	formation	
	PUBLIC INSTRUCTION	
	School Name If the school is participating in the Private School Choice Programs, the school name must match the school name for the Private School Choice Programs. If the school is not participating in the Private School Choice Programs, the school name must match the school name used in the Private School Directory.	
	School Phone Number (###-#####)	
	School Federal Identification Number (FEIN) (##-#######) If you are a new school and do not have a FEIN yet, enter TBD.	
		14

The school must provide the school name, phone number, and federal identification number on the ITP. The federal identification number is the number issued by the IRS for tax purposes. If the school does not yet have a federal identification number, the school should insert TBD.

SNSP Administrator Information **The school's SNSP Administrator must be one of the following: **Owner of the school; or An individual appointed as the school's SNSP Administrator by the school's governing body.

The school must identify the SNSP Administrator and their email address on the ITP. The SNSP Administrator must either be the owner of the school or an individual who is appointed by the school's governing board to be the SNSP Administrator.

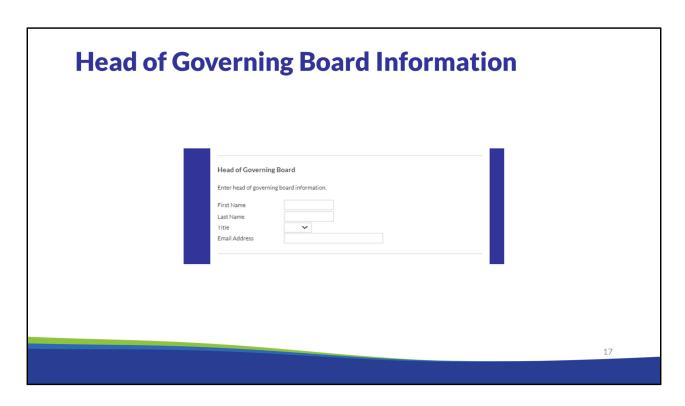
SNSP Administrator

- The SNSP Administrator's responsibilities will include, but not be limited to:
 - Completing the required SNSP school documentation.
 - Accepting pupil applications and transfer requests.
 - Verifying required pupil application and transfer request documents.
 - Serving as the primary contact for the school's SNSP.

16

The SNSP Administrator will be responsible for completing the required SNSP school documentation, and accepting and verifying pupil applications and transfer requests. The SNSP administrator is also the school's primary contact for SNSP issues and questions.

It is recommended that schools select an individual who will be accepting and processing applications and transfer requests as the SNSP Administrator.



The school must identify the head of the school's governing board on the ITP. The school must enter in his or her name and information.

Mailing Add	dress	
	Mailing Information Enter mailing address information. The school mailing address should be the address where you would like correspondence from DPI to be sent. School Mailing Address City Mailing Address City Mailing Address Zip Code (####) School Locations	
		18

The next section is the school mailing address. The school must include the address where DPI should send general correspondence to the school.

	School Locations
School Locations	Enter all locations of the school. If the mailing address is also a school address, it must be included in this section. The fields in the School Location 1 section are required.
	School Location 1 School Location 1 City
	School Location 1 Zip Code (#####)
	School Location 2 School Location 2 City
	School Location 2 Zip Code (####)
	School Location 3
	School Location 3 City School Location 3 Zip Code (#####)
	School Location 4
	School Location 4 City
<u> </u>	School Location 4 Zip

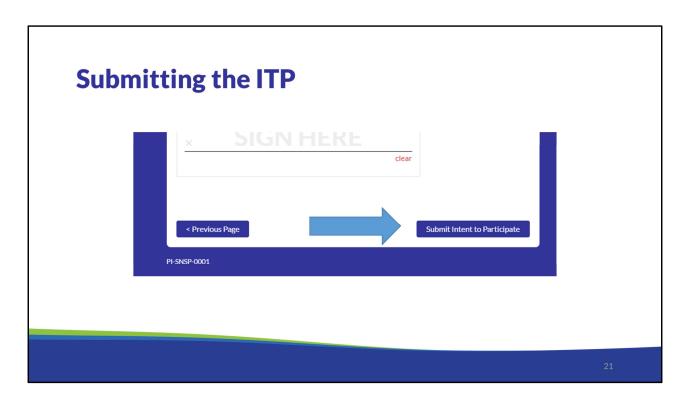
Next, the school should enter the address, city, and zip code for any other locations of the school.

The school must meet the certificate of occupancy requirements for all locations of the school. These requirements are covered in detail in the Private School SNSP Registration Requirements training module. A link to the SNSP school training modules is available at the end of this presentation.

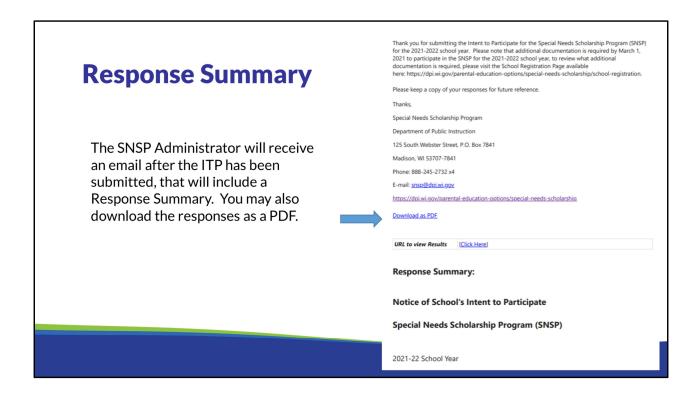
Electronic Signature By signing below, I certify the following: 1. I have signed this document electronically. 2. I am authorized to slop gins this form on behalf of the school as the head of the governing board or, if designated by the head of the governing board, the special needs scholarship program administrator. 3. All of the information in this form is complete and accurate to the best of my knowledge. 4. I have the legal authority to submit this application on behalf of the school. 5. Lunderstand and agree to comply with all of the provide services or benefits to lar pupils, in connection with the sSSP. I assure, on behalf of the private school as a participant in the SISSP I assure, on behalf of the private school arms against the special needs scholarship program administrator. 3. All of the information in this form's complete and accurate to the best of my knowledge. 4. I have the legal authority to submit this application on behalf of the school. 5. Lunderstand and agree to comply with all of the provisions and requirements set forth in this comment. Name of Signature Name of Signature Name of Signature I have read Wis. Sate \$15.7975 and Wis. Admin. Code ch. PI 49 are subject to statutory and administrative rule changes. In the event of fallule to comply with the SNSP requirements, Lunderstand that Wis. Stat. 1 am signing the intent to participate in my capacity as: O SNSP Administrator O Head of the Governing Board O SNSP Administrator and Head of the Governing Board	Agreement	
O SNSP Administrator Head of the Governing Board	Agreement I AGREE, on behalf of the private school, that the private school will comply with all of the requirements of the Special Needs Scholarship Program ("SRSP"), as set forth in Wis. Stat. \$115.7915, Wis. Admin. Code ch. Pl.49, and the department's trainings, guidance, and bulletins. This agreement constitutes a condition of receipt of funds under the SRSP If further understand and agree that this notice of intent to participate is blinding upon the private school. Its successors, trainsferes and assignees for the period during which the private school is a participant in the SRSP I assure, on behalf of the private school that all contractors, subcontractors, subgrantees, and others with whom the private school arranges to provide services or benefits to its pupils, in connection with the SRSP, will not violate the requirements of the SRSP. I have read Wis. Stat. \$115.7915 and Wis. Admin. Code ch. Pl 49. I understand that Wis. Stat. \$115.7915 and Wis. Admin. Code ch. Pl 49 are subject to statutory and administrative rule changes. In the event of failure to comply with the SRSP requirements, I understand that the school's participation	By signing below, I certify the following: 1. I have signed this document electronically. 2. I am author/zed to sign this form on behalf of the school as the head of the governing board or, if designated by the head of the governing board, the special needs scholarship program administrator. 3. All of the information in this form is complete and accurate to the best of my knowledge. 4. I have the legal authority to submit this application on behalf of the school. 5. I understand and agree to comply with all of the provisions and requirements set forth in this document. Name of Signator
	SNSP Administrator Head of the Governing Board	

The final page of the ITP requires the head of the school's governing board, or if designated by the head of the governing board, the special needs scholarship program administrator, to check the box on the agreement page indicating in which capacity the person is signing, that the person type their name, and then write the signature using your mouse. The agreement states that the school will comply with the SNSP requirements. If the school fails to comply with the SNSP requirements, the school may not be eligible to receive SNSP payments or may be terminated from the SNSP.

By checking the box, the head of the school's governing board, or if designated by the head of the governing board, the special needs scholarship program administrator, is also indicating that he or she has read the statutes and administrative rules governing the SNSP. The SNSP is governed by Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49 are available at the end of this presentation.



Once the ITP is signed, the head of the school's governing board, or if designated by the head of the governing board, the special needs scholarship program administrator, must click the submit button to submit the school's ITP to the department.



The SNSP Administrator will receive an email once the ITP is submitted. The email will include a full copy

Quiz #1

Which schools must complete the Intent to Participate?

- a. Only new schools prior to their initial year in the SNSP.
- b. All participating private schools must complete the forms every year to participate in the SNSP.
- c. Public schools who have pupils participating in the SNSP.

The correct answer is b. All participating private schools must complete the Intent to Participate every year for the SNSP.

Options a and c are not correct. The SNSP allows a pupil with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. Therefore it is private schools, not public schools, who can participate in the SNSP.

Quiz#2

Who must electronically sign and submit the Intent to Participate? (Select all that apply)

- a. The head of the school's governing board.
- b. Any staff member at the school.
- c. The school's business manager.
- d. The individual designated as the school's SNSP administrator.

24

The correct answers are a or d. Wisconsin law requires that the ITP be signed and submitted to the DPI by the head of the school's governing board, or if designated by the head of the governing board, the special needs scholarship program administrator.

Available Resources

- School Registration Page: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration
- SNSP Bulletins: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins
- School Submitted Reports Webpage: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports
- SNSP Training: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training
- SNSP Statutes & Rules: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/statutes

25

This slide includes the webpages that were referenced during the training.

School Registration Page: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration

SNSP Bulletins: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins

School Submitted Reports Webpage: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports

SNSP Training: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training

SNSP Statutes & Rules: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/statutes

25



If you have any questions about the information discussed in this module please contact the SNSP team at snsp@dpi.wi.gov or call the toll-free number at 1-888-245-2732, extension 4